

DEPARTMENT OF JUSTICE AND CONSTITUTIONAL DEVELOPMENT

CLOSING DATE : 26 September 2023

NOTE : Interested applicants must submit their applications for employment to the address specified in each post. The application must include only completed and signed new Form Z83, obtainable from any Public Service Department or on the internet at www.gov.za, and a detailed Curriculum Vitae. Certified copies of Identity Document, Senior Certificate and the highest required qualification as well as a driver's license where necessary, will only be submitted by shortlisted candidates to HR on or before the day of the interview date. Application that do not comply with the above specifications will not be considered and will be disqualified. A SAQA evaluation report must accompany foreign qualifications. All shortlisted candidates for SMS posts will be subjected to a technical and competency assessment. Candidate will complete a financial disclosure form and also be required to undergo a security clearance. Foreigners or dual citizenship holder must provide the Police Clearance certificate from country of origin only when shortlisted. The DOJ&CD is an equal opportunity employer. In the filling of vacant posts the objectives of section 195 (1) (i) of the Constitution of South Africa, 1996 (Act No: 108 of 1996), the Employment Equity imperatives as defined by the Employment Equity Act, 1998 (Act No: 55 of 1998) and relevant Human Resources policies of the Department will be taken into consideration. Reasonable accommodation shall be applied for People with Disabilities including where driver's license is a requirement. Correspondence will be limited to short-listed candidates only. If you do not hear from us within 3 months of this advertisement, please accept that your application has been unsuccessful. The department reserves the right not to fill these positions. Women and people with disabilities are encouraged to apply and preference will be given to the EE Target.

OTHER POSTS

POST 32/38 : **SENIOR LEGAL ADMINISTRATION OFFICER: (MR-6) REF NO: 23/101/DG**

SALARY : R531 381 – R1 252 374 per annum, (Salary will be in accordance with OSD determination). The successful candidate will be required to sign a performance agreement.

CENTRE : National Office, Pretoria

REQUIREMENTS : An LLB Degree or 4 years recognized legal qualification; At least 8 years appropriate post qualification legal experience; Knowledge of the South African Legal System, Legal Practices and related spheres with specific reference to civil litigation and the law of contract; Knowledge of the Constitution, Public Finance Management Act (PFMA), Treasury Regulations, Departmental Financial Instructions and the State Liability Act, Superior Courts Act and Magistrates Court Act; Knowledge and experience in Office Administration. Skills and Competencies: Legal research; Legal drafting; Applied strategic thinking; Budgeting and financial management; Communication and information management; Continuous improvement; Citizen focus and responsiveness; Diversity management; Impact and influence; Managing interpersonal conflict and resolving problems; Planning and organizing; Team leadership.

DUTIES : Key Performance Areas: Provide guidance and advice on various legal and policy frameworks and regulations; Provide legal advice for the Office of the Director-General; Coordinate Statutory Structures of which the Director-General is responsible; Attend meetings and workshops as required, providing support as required and monitor decisions; Provide effective people management.

ENQUIRIES : Mr C Msiza Tel No: (012) 315 4754

APPLICATIONS : Quoting the relevant reference number, direct your application to: Postal address: The Human Resources: Department of Justice and Constitutional Development, Private Bag X81, Pretoria, 0001. OR Physical address: Application Box, First Floor Reception, East Tower, Momentum Building, 329 Pretorius Street, Pretoria.

- POST 32/39** : **ASSISTANT DIRECTOR: HUMAN RESOURCES MANAGEMENT (SERVICE BENEFITS) REF NO: 23/102/KZN**
- SALARY** : R424 104 – R 496 467 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE** : Provincial Office, Durban
- REQUIREMENTS** : An undergraduate qualification (NQF level 6) as recognized by SAQA in Human Resource Management/ Industrial and Organizational Psychology; A minimum of 3 years' experience in human resource management environment at supervisory level within the Service Conditions environment; Knowledge of Persal System, human resource management directives/policies/prescripts; Knowledge and Understanding of Employment Equity Act, Basic Conditions of Employment Act, Public Service statutory frameworks, Financial Management and regulatory framework/guidelines, Public Service Act, Public Service Regulations, Treasury Regulations, Departmental Financial Instructions, Public Finance, Management Act, Government initiatives and decisions. Skills and Competencies: Computer literacy (MS Word, PowerPoint, Outlook, Excel etc); Research and analytical skills; Strong leadership with strategic capabilities; Budgeting and financial management; Communication and information management; Diversity management; Interpersonal skills; Conflict management and problem solving skills; Planning and organizing; Decision making; Project management.
- DUTIES** : Key Performance Areas: Coordinate the implementation of service benefits; Coordinate the implementation of policies and frameworks for Condition of Service; Consolidate reports on human resource administration matters; Manage and co-ordinate human resource administration practices; Provide effective people management.
- ENQUIRIES** : Ms M.P. Khoza Tel No: (031) 372 3000
- APPLICATIONS** : Quote the relevant reference number and direct your application to: the Regional Head, Private Bag X54372, Durban, 4000 or physical address: Recruitment, First Floor, 2 Devonshire Place Off Anton Lembede Street, Durban, 4001
- POST 32/40** : **SENIOR HUMAN RESOURCES OFFICER REF NO: 23/64/FS**
- SALARY** : R294 321 – R343 815 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE** : Provincial Office, Bloemfontein
- REQUIREMENTS** : Grade 12 or NQF equivalent qualification; A minimum of 3 years relevant experience in human resource administration work environment.—Skills and Competencies: Computer literacy (MS Word, Excel, Outlook and Persal); Good communication (written and verbal) skills; Ability to work under pressure; Facilitation and minutes – taking skills.
- DUTIES** : Key Performance Areas: Implement transactions in respect of Recruitment and Selection, Transfers, Promotions, Probations, Pay/Grade Progression, Appointments, Payment of Casual Interpreters and maintenance of the Establishment; Provide general administrative support in performance management and condition of service benefits; Check and approve transactions of PERSAL; Provide monthly statistics of HR functional matters and analyse reports; Provide effective people management.
- ENQUIRIES** : Ms N Dywili Tel No: (051) 407 1800
- APPLICATIONS** : Quoting the relevant reference number, direct your application to: The Director: HR, Private Bag X 20578; Bloemfontein, 9300 or hand delivered at 53 Colonial Building, Charlotte Maxeke Street, Bloemfontein 9300.
- POST 32/41** : **SENIOR COURT INTERPRETER REF NO: 23/53/FS**
- SALARY** : R294 321 – R343 815 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE** : Magistrate Office: Tseki (to be stationed at Vrede)
- REQUIREMENTS** : Grade 12 and National Diploma in Legal Interpreting at NQF 5 or equivalent qualification at NQF 5 and minimum of three years practical experience in court interpreting; or Grade 12 and ten years practical experience in court interpreting; Proficiency in English and two or more indigenous languages Language

- Proficiency: English, Sesotho, IsiZulu and Afrikaans; A valid driver's license will be an added advantage. Skills and Competences: Good communication (written and verbal); Interpersonal relations; Accuracy and attention to detail. Computer literacy.
- DUTIES** : Key Performance Areas: Interpret in court of law (Criminal and Civil cases); Interpret in confessions, commissions and tribunals and family law; Translate legal documents and documentary exhibits used in court; Perform any other duties that may be assigned to in terms of rationalization of office.
- ENQUIRIES** : Ms NM Dywili Tel No: (051) 407 1800
- APPLICATIONS** : Please direct your applications to: The Director: Human Resource, Private Bag X20578, Bloemfontein, 9300 or hand deliver to Physical Address 53 Colonial Building, Charlotte Maxeke Street, Bloemfontein, 9301.
- POST 32/42** : **CHIEF ADMINISTRATION CLERK REF NO: 2023/106/GP**
- SALARY** : R294 321 – R343 815 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE** : Magistrate Johannesburg
- REQUIREMENTS** : Grade 12 or equivalent; A minimum of 3 years' experience in administration; Knowledge of Public Finance Management Act (PFMA), Departmental Financial Instruction (DFI), Basic Accounting System (BAS) and Justice Yellow Pages (JYP). Skills and Competencies: Computer literacy (MS Office, MS Excel & PowerPoint); Good Communication (verbal and written); Good interpersonal relations and problem solving skills; Ability to work under pressure and work independently; Accuracy and attention to details.
- DUTIES** : Key Performance Areas: Render general clerical support services; Provide Supply Chain clerical support services within the component; Provide personnel administration clerical support services within the Court/ Cluster; Provide financial administration support services in the Court/ Cluster; Provide effective people management.
- ENQUIRIES** : Ms P Raadt Tel No: (011) 332 9000
- APPLICATIONS** : Quoting the relevant reference number, direct your application to: The Provincial Head, Private Bag X6, Johannesburg 2000 or physical address: Provincial Office – Gauteng; Department of Justice and Constitutional Development; 7th floor Schreiner chambers, Corner Pritchard and Kruis street, Johannesburg.
- POST 32/43** : **MAINTENANCE OFFICER (MR1-MR5) (X2 POSTS)**
- SALARY** : R228 915 – R1 005 801 per annum, (Salary will be in accordance with OSD determination). The successful candidate will be required to sign a performance agreement.
- CENTRE** : Magistrate Office, Mosselbay Ref No: 86/2023/WC
Magistrate's Office, Kroonstad Ref No: 23/65 /FS
- REQUIREMENTS** : LLB Degree or recognized 4 year legal qualification; A valid driver's license; Knowledge of the maintenance system, Maintenance Act and family law matters; Understanding of all services and procedure in the area of Maintenance. Skills and Competencies: Computer literacy (MS Office); Good communication skills (verbal and written); Numeracy skills; Facilitation and mediation skills; Litigation skills; Legal terminology and process in simple language skills; Good interpersonal relations; Innovative and work in a pressurized environment.
- DUTIES** : Key Performance Areas: Manage duties or functions of a Maintenance Officer in terms of the Maintenance Act; Obtain financial information for the purposes of maintenance enquiries; Implement bench orders; Provide effective people management.
- ENQUIRIES** : Cape Town: Ms L Mayedwa Tel No (044) 693 3113
Bloemfontein: Ms. NM Dywili Tel No (051) 407 1800
- APPLICATIONS** : Cape Town: Please forward your application to: Provincial Head: Private Bag X 9171, Cape Town, 8000 or physical address: 8 Riebeeck Street, 5th Floor Norton Rose House, Cape Town. For Attention: Cape Town: Ms L Keyster
Bloemfontein: Direct your application to: The Director: HR, Private Bag20578, Bloemfontein, 9300 or hand deliver to Physical Address 53 Colonial Building, Charlotte Maxeke Street, Bloemfontein, 9301
- NOTE** : Separate application must be made quoting the relevant reference number.